



Special Events

505 Barton Springs Road, Suite 1070

Austin, TX 78704

AFDSpecialEvents@austintexas.gov

Austin Fire Department, Special Events Permit Guidelines

Application Submission Location & Hours:

Austin Fire Department, Special Events

505 Barton Springs Road, Suite 1070 (10th Floor)

Austin, TX 78704

Drop box is located at the reception desk at the front of the suite. Applications must be left in drop box.

Application Submission Requirements:

- Completed ACE application
- **AFD Application:** If applying for a Public Assembly Permit, Exhibit & Trade Show Permit, Carnival/Fair/Festival Permit or a Tent Permit (Tents that are part of an event activation must submit an ACE Application. ONLY venues that are solely putting up a tent may use this form.)
- Site Plan (Site plans are required for the ACE Application AND the AFD Application.)

Deadline for Submission of Application:

Permit approvals are handled on a first come first serve basis. Applications submitted after the required 21 day requirement will be denied if Austin Fire Department/ Fire Marshal's Office inspectors are not available for an on-site inspection prior to event scheduled date. Please note that your application is not considered complete until after payment has been received in full for the permit and any additional fees that are assigned by the inspectors.

Internal Process:

ACE Application:

- Application (including site plan) Submission
- Internal ACE Committee Review
- Fee Statement Emailed to Applicant with Fire Watch Requirements (if determined necessary by AFD inspectors)
- Submission of Fee Payment (payment required prior to final processing of application)
- Schedule Inspection
- Notated Deficiencies Corrected (for permit site)

AFD Application:

- Application (including site plan) Submission
- Internal AFD Review
- Fee Statement Emailed to Applicant with Fire Watch Requirements (if determined necessary by AFD inspectors)
- Submission of Fee Payment (payment required prior to final processing of application)
- Schedule Inspection
- Notated Deficiencies Corrected (for permit site)

PERMIT TYPE & FEE SCHEDULE

Tent Permit	\$50.00
Carnival / Fair / Festival Permit	\$100.00
Exhibit & Trade Show Permit	\$75.00
Fireworks Discharge Permit (requires additional fees)	\$200.00
Flame Effect, Theatrical Performance / Open Flame Permit (requires additional fees)	\$150.00
Temporary Change of Use Permit	\$100.00
Public Assembly Permit	\$200.00
After Hours Fire Inspection (special assignment, 2 hour minimum)	\$123.00 per hour (per inspector)
Fire Watch / Stand-by Inspector	\$123.00 per hour (per inspector)
Apparatus Standby (special service fee, 2 hour minimum)	\$250.00 per hour

GLOSSARY

Tent Permit – All tents over 700 square feet require this permit and must be reviewed and approved by the Austin Fire Department in compliance with the current fire code adopted by the City of Austin, Texas.

Carnival / Fair / Festival Permit – Required for events held in parks, not covered under the proposed Special Events permit issued by the Austin Center for Events (ACE).

Exhibit & Trade Show Permit – The Austin Fire Department provides onsite inspection services to review both layout, pedestrian flow, aisle width, exiting plans and expositions in compliance with the current fire code adopted by the City of Austin, Texas.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

Fireworks Discharge Permit – All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Austin Fire Department in compliance with the current fire code adopted by the City of Austin, Texas. (Examples of activities in this category include: outdoor fireworks and pyrotechnics.)

Flame Effect, Theatrical Performance / Open Flame Permit – A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. (Some examples include: hand-held burning torches, flaming batons or hoops, flame acts, fire walking, flaming sword dancers, open burning with religious services, candles or open flames in assembly occupancies.) A full demonstration to the Fire Marshal prior to the event date may be required.

As part of the permit requirements, inspection services onsite stand-by inspectors and stand-by fire apparatus may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event. Conditions of approval will be provided after an applicant review process.

Temporary Change of Use Permit – The Temporary Change of Use to a Public Assembly/Operational Permit is required for structures or portions of structures used as public assemblies that do not currently have a “Certificate of Occupancy” for that type of use. Under fire code definition, a “public assembly” consists of 50 or more people. (Examples for a Temporary Change of Use permit for a special are: use of a vacant building or a high-rise building/garage.) As part of the permit requirements, onsite fire watch may be required due to size, complexity and/or unique safety issues regarding the activities associated with the proposed event or structure.

Annual Public Assembly Permit – Required for public establishments who anticipate or operate at an occupancy rate of 50 or more people, and whose gross sales constitute 51% alcohol.

After Hours Fire Inspection – Inspection performed after 1600 (4:00pm) on weekdays and all times during weekends. This fee may also be incurred if the event is not set up and ready for a final inspection due to load in, time of event, date of event or various other circumstances.

Fire Watch – Standby inspector(s), requirement determinations are made on a case by case basis. Usually required in buildings/structures that do not have an alarm system and/or a sprinkler system. Fire watch fees must be paid in full at least five business days prior to an event.

Apparatus Standby – As part of the permit requirements, some of events due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event may be required to have a stand-by fire apparatus(s) at the event. (Examples include: large fenced in festivals where access is limited and response times to potential incident(s) are drastically reduced, discharging fireworks and events that are held in areas that pose a safety risk to wildland fires and/or approved during a burn ban.

Austin Fire Department, Special Events Staff

Battalion Chief David Brietzke Assistant Fire Marshal 512.974-0104	Lieutenant James Hoad Inspector 512.974-0169	Lieutenant John Ham Inspector 512.974-40176	Lieutenant Brad Price Inspector 512.974-0177	Lieutenant Scott Walters Inspector 512.974-0170	Lisa Alonzi Program Coordinator 512.974-0127
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